

**DEPARTMENT OF THE TREASURY
FEDERAL LAW ENFORCEMENT TRAINING CENTER
GLYNCO, GEORGIA 31524**

FLETC DIRECTIVE (FD)

NUMBER: 70.09.I

Subject:

DATE: 06/22/87

Sunset Review:

FEDERAL LAW ENFORCEMENT TRAINING CENTER
TRAFFIC REGULATIONS

1. PURPOSE. This directive promulgates the regulations applicable to the operation of vehicles on the Federal Law Enforcement Training Center (FLETC), Glynco facility; the policy concerning enforcement of the Center's traffic regulations; and the responsibilities of all parties concerned.
2. SCOPE. The provisions of this directive apply to all persons, and vehicles while on Center grounds.
3. CANCELLATION. FLETC Directive No. 70-09.1, Federal Law Enforcement Training Center Traffic Regulations, dated December 30 1985.
4. REFERENCES.
 - a. Department of Treasury Order No. 140-01, Subject: Federal Law Enforcement Training Center.
 - b. Executive Order 12566 of September 26, 1986, Safety Belt Use Requirements for Federal Employees.
 - c. The State of Georgia Traffic Law Manual including the Official Code of Georgia, Annotated, as it relates to traffic.
 - d. The U.S. Department of Transportation Manual on Uniform Traffic Control Devices for Streets and Highways.
 - e. FLETC Directive No. 70-09.H, Reporting and Investigation of Motor Vehicle Accidents.
 - f. FLETC Directive No. 71-00.E, Vehicle Registration and Issuance of Temporary Passes.

5. AUTHORITY. Department of Treasury Order No. 140-01, Subject: Federal Law Enforcement Training Center, dated January 13, 1987.

6. DEFINITIONS.

a. Staff. Persons entering Center property for the purpose of performing duty. This includes, but is not limited to, Center staff (including detailees), Participating Organization Representatives and their staffs, and visiting instructors or other visiting employees of Participating Organizations.

b. Students. Persons entering Center property for the purpose of undergoing training and/or participating in seminars.

c. Contractor Employees. Persons entering Center property for the purpose of performing work associated with an official contractual agreement issued by a government representative.

d. Visitors, Vendors, Golf Course Patrons. Persons entering Center property to visit, deliver goods or provide services and who are not entitled to have a FLETC decal.

7. POLICY. Violations of the traffic regulations promulgated in this directive (Attachment 1) will result in penalties assessed according to the Point System presented in Attachment 2. All persons entering Center grounds are subject to these regulations and expected to conduct themselves in a manner that will preclude any loss of privileges.

8. RESPONSIBILITIES

a. The Office of Administration is responsible to the Director for the establishment and enforcement of traffic regulations (Attachment 1) on the Center property. The Security Officer (Deputy Assistant Director, Administration), or his designee will review all driving and parking offenses committed on Center property and shall take appropriate action in one or more of the following forms:

- (1) Dismiss the charges.
- (2) Issue a warning to violators.
- (3) Assess points for the offense.

(4) Refer violator to his/her supervisor (Attachment 3).

(5) Refer violator to his/her organization represent coordinator or the appropriate program manager (Attachment 3)

(6) Refer violator to appropriate Assistant Director (Attachment 3)

(7) Suspend/revoke the violator's on-Center driving privilege.

(8) Recommend to the Director such other action as deemed appropriate.

b. The Safety/Security Manager, Security Staff, and contract Security Police Officers are authorized to give orders relating to traffic and issue citations.

c. The State of Georgia has jurisdiction over traffic offenses on the Glynco facility which are a violation of Georgia and/or Glynn County traffic laws. Accordingly, vehicle operators on the Glynco facility may be prosecuted under State law for traffic violations in addition to suffering an administrative sanction under the provisions of this directive. In addition, traffic offenses may be considered by the Center in connection with terminating a student from training apart from any sanction imposed as a consequence of this directive.

d. Whenever a person registers a motor vehicle, the Security Police shall provide that person with a copy of the FLETC Traffic Information, Attachment (4).

9. RECORDS. Records of all traffic violations will be maintained by the Safety/Security Office on FTC-SAF-7, Vehicle Registration and Driver Record (Attachment 5) for 24 months from the date of the offense. Upon request, a copy will be made available to the Director, appropriate Assistant Director and/or the Participating Organization Representative.

10. OFFICE OF PRIMARY INTEREST. Safety/Security Office, Administration.

Charles F. Rinkevich
Director

Attachments (5) (#3 & #5 available from Security and Safety Division)

FEDERAL LAW ENFORCEMENT TRAINING CENTER
TRAFFIC REGULATIONS

1. **TRAFFIC AND VEHICLE REGULATIONS.** These regulations apply to the operation of all vehicles at the Federal Law Enforcement Training Center. Operators of government and privately owned vehicles are subject to these regulations. Unless specified otherwise herein, the traffic regulations applicable to drivers and vehicles on the Center shall be the same as the traffic law of the State of Georgia.
2. **SAFETY BELTS.** All front seat occupants of a motor vehicle being operated on the FLETC, whose seat is equipped with a safety belt, shall have the safety belt properly fastened at all times when the vehicle is in motion.
3. **SPEED LIMITS.** Where special hazards do not exist, and unless otherwise posted, 35 miles per hour is the maximum speed limit on the Center. In any event, speed shall be controlled as necessary to avoid colliding with any pedestrian, vehicle or other conveyance on or entering a roadway. Emergency vehicles shall not exceed the maximum speed, unless an emergency situation dictates a need to exceed posted limits. In such instances, both visual and audible alarms shall be used. (Marked or unmarked vehicles used in training exercises are not considered emergency vehicles.)
4. **OVERSIZED LOADS.** A red flag by day and a red light by night shall be attached to any projections extending beyond the sides or end of a vehicle. Extensions shall not be habitually carried.
5. **DISABLED VEHICLES.** Government vehicles shall not be used to tow or push a privately owned vehicle nor will a privately owned vehicle be used to tow or push a government vehicle. All disabled government vehicles shall be reported to the Transportation Branch, Facilities Management Division. Exception: If a disabled privately owned vehicle is a threat to life or safety, if it interferes with the proper flow of traffic, or if it appears to be abandoned, the Assistant Director, Administration, may authorize a government wrecker to move the disabled vehicle.
6. **PARKING.** Vehicles shall not be parked within fifteen feet of any fire hydrant or bus stop, or in the approach to any garbage or refuse collection unit. Vehicles shall not be parked on any grass area except in the immediate vicinities of the softball field and picnic areas, in the Townhouse area as a means to keep streets clear, or when in use for practical exercises. In emergency situations or instances of mechanical difficulty, vehicles may be parked on grass areas. In the event of an emergency or mechanical difficulty, the Security Police, extension 2461, will be notified. (Exceptions may be granted by the Security Officer to accommodate other training requirements or other unusual circumstances.) Vehicles shall not be parked at any curb or rail painted

yellow. "Reserved Parking" signs will not be erected or affixed to a building without prior approval of the Assistant Director, Administration. Reserved parking spaces will only be used by the person(s) or type vehicle designated. Whenever a government vehicle is parked or left unattended, it shall be secured by the operator to prevent possible theft or accidental moving from its parked position. Unattended Government vehicles shall be secured by setting the emergency brake and placing the gear shift in gear or in park, stopping the motor, removing the ignition keys and locking the doors.

7. MOTORCYCLES AND MOTOR SCOOTERS. Motorcycles and motor scooters shall not be used to carry more persons at one time than the number for which the vehicle is designed and equipped. Any person riding as a passenger or driving such vehicle shall ride on a seat permanently attached to the vehicle and specifically designed to carry the passengers in a safe manner. Protective head gear shall be worn by the driver and passenger at all times. Front and rear lights shall be activated at all times the vehicle is in operation. Any person operating a motorcycle or motor scooter must be at least 16 years of age and possess a valid State operator's permit endorsed, if applicable, for the type of vehicle driven .

8. BICYCLES. Persons riding a bicycle on the Center streets and roadways shall be granted all of the rights of motor vehicles and shall be subject to all responsibilities applicable to the driver of a vehicle as outlined in this directive, except for those rules which by their nature have no application. Bicycles shall not be used to carry more than one person at one time unless there is a buddy seat or crossbar attached thereto. Bicycles shall be ridden as near the right side of the road/street as practicable. Bicycle riders shall keep at least one hand on the handlebars when the cycle is in motion. Front lights and rear lights (or reflectors) shall be used at night.

9. DAMAGE TO ROADS. Vehicles, self-propelled or otherwise, and equipment likely to damage the surface or break down the structure of streets and roadways shall not be moved over streets and improved roads unless special arrangements are made with and approval granted by the Security Officer.

10. PEDESTRIANS AND JOGGERS.

a. Pedestrians shall use designated walkways at all times. If walkways are not available, pedestrians may walk on the roadways but shall keep near the left edge, clear of and facing oncoming traffic. Pedestrians have the right-of-way over all other traffic.

b. Individual joggers shall jog facing oncoming traffic and shall remain off the roadway when possible, or if roadways must be used, joggers shall jog single file when meeting a vehicle. Scheduled training activity formation running shall be in the direction

of traffic. Stragglers shall remain to the far left side of the road. Formations will be accompanied by at least one staff member who will provide advice via hand signals to approaching vehicles. Formations have the right-of-way over all other traffic.

11. DRIVING PERMITS. Drivers of privately owned and/or government owned/leased motor vehicles operated on Center property shall possess a valid State operator's permit.
12. TRAFFIC CONTROL DEVICES. The Security Officer is authorized to erect, or cause to be erected, such traffic control devices as may be necessary to direct and control the safe flow of traffic on the center.
3. RESTRICTED AREAS AND UNIMPROVED ROADS. No person shall drive a privately owned vehicle on any road posted with signs designating the road or area for "Official or Government Vehicles Only."
14. VEHICLE REPAIRS. Overhaul of private vehicles, including two-wheel vehicles, is strictly prohibited on the Center. Repairs are permitted in situations which allow the repairs to be made within two working days after the malfunction occurs.
15. ACCIDENT REPORTING. All vehicular accidents, private or government, including bicycles, shall be reported immediately to Security Police, extension 2461. Unless imperative to assist the injured, the vehicles shall not be removed from the scene until released by the Security Police or a member of the Safety/ Security Office staff. Vehicular accidents involving a government vehicle shall be reported in accordance with Reference 4.d.
16. VIOLATIONS. All persons operating a motor vehicle or bicycle on Center property are subject to citations for driving or parking offenses. These citations will result in the operator being assessed penalty points in accordance with Attachment 2.

FEDERAL LAW ENFORCEMENT TRAINING CENTER
TRAFFIC VIOLATIONS POINT SYSTEM

12 POINT SYSTEM (ACCUMULATION PERIOD 24 MONTHS)

TYPES OF VIOLATIONS AND POINT VALUES

NON-MOVING VIOLATIONS

3 points each violation

Violation of Paragraph 6 of Attachment 1. Vehicles may not be parked in a designated parking area in such a manner as to occupy space outside of the perimeter of the parking space.

MOVING VIOLATIONS

3 points each violation

Violation of paragraph 2 Attachment 1. Front seat occupants of a motor vehicle, whose seat is equipped with a safety belt, must have the safety belt properly fastened at all times while the vehicle is in motion.

4 points each violation

Failure to completely stop at stop signs; passing another vehicle in a no passing zone; failure to yield right of way; speeding (less than 15 mph over posted speed limit); driving with van side door/e open; causing an accident; allowing debris to fall from an open bed truck; littering; failure to obey direction of an enforcement officer; disregarding directional signs and other actions which pose a hazard to vehicles, pedestrians and property.

6 points each violation

Speeding in excess of 15 mph over the posted speed limit.

12 points each violation

Driving with obvious disregard for the safety of other persons or property, failing to stop after being involved in an accident or failing to report same; attempting to elude an enforcement officer; and driving under the verified influence of alcoholic beverages or drugs/narcotics.

PENALTIES

Accumulation of more than 3 but less than 7 points - violator is counseled by his/her immediate supervisor (staff), faculty advisor (students), senior contract manager (contract employees) or Safety/Security staff (others).

Accumulation of 7 but less than 10 points - violator is counseled by appropriate Assistant Director or participating Organization Senior Representative (staff), Program Manager (student), senior contract manager (contract employees) or Safety/Security staff (others).

Accumulation of 10 but less than 13 points - violator is counseled by appropriate Assistant Director or Participating Organization Senior Representative (staff); faculty advisor (students); senior contract manager (contract employees) or Safety/Security staff (others) and violator's driving privileges on Center are suspended for thirty days.

Accumulation of 13 points - mandatory suspension of driving privileges on Center for 180 days. After reinstatement of driving privileges the first (or subsequent) violation at anytime during the next two (2) years, results in suspension for 180 days.

The Director reserves the authority to extend suspensions of or permanently revoke driving privileges on the Center for repeat offenders or other persons whose driving records in the Director's judgement warrant such action, to ensure the safety of staff, students and visitors. The Director also retains the authority to reduce or rescind suspensions, when in his/her judgement good cause for such action exists.

APPLICATION:

When driving privileges have been suspended, the following penalties apply.

Staff. The staff member may not drive on the Center. This restriction may be waived by the Security Officer upon written request by the staff member's Assistant Director or Senior Participating Organization Representative for the purpose of operating a government-owned or leased vehicle in conjunction with the performance of official duties. For the purpose of traveling to and from work, the staff member may be driven by another person, or he/she may drive to the Center and park his/ her car in the designated parking area northeast of Building 46. He/she will then be required to obtain alternate transportation to his/her place of work.

Students. The student may not drive on Center. This restriction may be waived by the Security Officer, upon written request by the appropriate program manager, for the purpose of driving a Government-owned or leased vehicle in conjunction with an

official training exercise. If a FLETC registration decal has been issued for the student's private vehicle, it will be removed from the vehicle by the Security Police. The student has the option of parking the vehicle in the designated area or relocating it off the Center.

Contractor Employees, Visitors, Golf Course Patrons. These persons may not drive on Center. If a FLETC registration decal has been issued to the person, it will be removed from his/her vehicle by the Security Police. For the purpose of traveling to and from work, the same procedures as described above for Staff will apply.

The designated parking area for vehicles whose owners have had driving privileges suspended or revoked for violations is the parking area northeast of Building 46 (Registration). The owner will be permitted to enter the Center only after obtaining a restricted parking permit. In the event the person whose driving privileges have been suspended is discovered violating the restriction or a restricted vehicle is found in other than the designated area, an automatic 180 days will be added to that person's suspension of driving privileges. Should a person's driving privileges be revoked, that person will not be allowed to operate any vehicle on the Center. A suspension/revocation may be waived by the Security Officer upon written request by the appropriate Assistant Director or Senior Participating Organization Representative for the purpose of operating a government-owned or leased vehicle in conjunction with the performance of official duties.

RECORDS:

The names of the violators and their violations will be recorded on FLETC Form SAF 7, (Attachment 5) and kept on file for two years, starting with the date the violation occurred. Visitors, Golf Course patrons, vendors or any operator not authorized a vehicle decal will have their violations recorded and maintained at the Security building, main gate. If a student returns to the Center within two years, the record will still be in effect and any previous violation will still be charged against him/her. A period of suspension previously assigned and not completed will recommence upon return within the two year period.

NOTIFICATION OF TRAFFIC VIOLATIONS

See Security & Safety Division for this memo form.

FEDERAL LAW ENFORCEMENT TRAINING CENTER
TRAFFIC INFORMATION

All persons entering onto and operating motor vehicles on Center property are subject to the Federal Law Enforcement Training Center Traffic Regulations, FLETC Directive 70-09.I.

Any violators will be issued a citation by the Security Police, Security/Safety Assistant or the Security/Safety Aide.

Violations are subject to assignment of points for each citation and can mean revocation of a person's driving privileges for a period of time commensurate with the severity of the offense.

The point system for traffic violations is set forth below.

TRAFFIC POINT SYSTEM

TYPES OF VIOLATIONS AND POINT VALUES
NON-MOVING VIOLATIONS

3 points each violation.

Parking in an unauthorized parking area or improper parking in marked spaces.

MOVING VIOLATIONS

3 points each violation

Front seat occupants, whose seat is equipped with safety belts, not having the belts properly fastened while the motor vehicle is moving.

4 points each violation

Failure to completely stop at stop signs; passing another vehicle in a no passing zone; failure to yield right of way; speeding (less than 15 mph over posted speed limit); driving with van side door/e open; causing an accident; allowing debris to fall from an open bed truck; littering; failure to obey direction of an enforcement officer; disregarding directional signs and other actions which Pose a hazard to vehicles, pedestrians and property.

6 points each violation

Speeding in excess of 15 mph over the posted speed limit.

12 points each violation

Driving with obvious disregard for the safety of other persons or property, failing to stop after being involved in an accident or failing to report same; attempting to elude an enforcement officer; and driving under the verified influence of alcoholic beverages or drugs/narcotics.

TRAFFIC POINT PENALTIES

For a 3 point violation - violator must report to the Safety/ Security Staff at the time/place stated on the citation.

Accumulation of more than 3 but less than 7 points - violator is counseled by his/her immediate supervisor (staff), faculty advisor (students), senior contract manager (contract employees) or Safety/Security staff (others).

Accumulation of 7 but less than 10 points - violator is counseled by appropriate Assistant Director or participating Organization Senior Representative (staff), Program Manager (student), senior contract manager (contract employees) or Safety/Security staff (others).

Accumulation of 10 but less than 13 points - violator is counseled by appropriate Assistant Director or Participating Organization Senior Representative (staff); faculty advisor (students); senior contract manager (contract employees) or Safety/Security staff (others) and violator's driving privileges on Center are suspended for thirty days.

Accumulation of 13 points - mandatory suspension of driving privileges on Center for 180 days. After reinstatement of driving privileges the first (or subsequent) violation results in suspension for 180 days.

The Director reserves the authority to extend suspensions of or permanently revoke driving privileges on the Center for repeat offenders or other persons whose driving records warrant such action, in the Director's judgement, to ensure the safety of staff, students and visitors.